

United States Bankruptcy Court
Southern District of New York
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Recruitment Package



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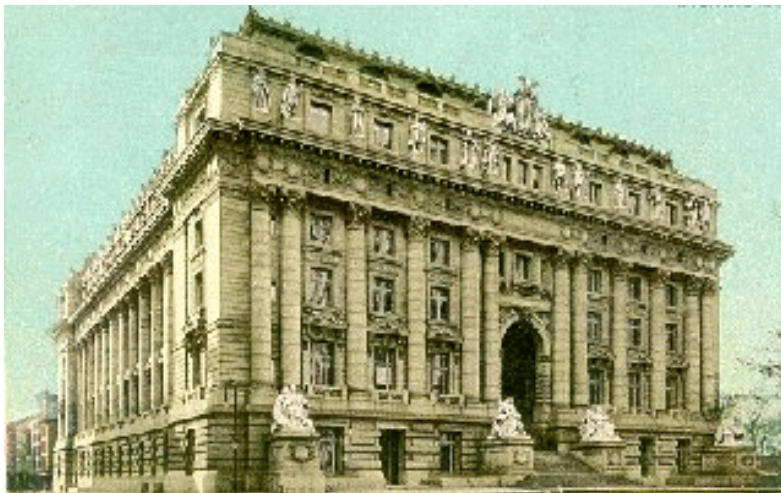
Why You Should Choose Public Service Within the US Bankruptcy Court As Your Career Goal?

The question is often raised why public service. Public service at the United States Bankruptcy Court, SDNY, entails working at one of the preeminent bankruptcy courts. Some of the most high profile bankruptcy cases have been administered in this court [for example, *Enron*, *WorldCom Global Crossing* and *Bethlehem Steel*]. Visitors from many countries, including foreign dignitaries, have visited our court to get an understanding of the bankruptcy process and the various technological initiatives this court has implemented. One of the most revolutionary initiatives that has changed the court dramatically when instituted was the concept of filing a document electronically. This initiative has changed the way federal courts throughout the country conduct business. Additionally, the Bankruptcy Court, SDNY understands the value of empowering the staff to provide first rate service to the court constituency. Through empowerment, training, and various other methods, the Court prepares itself to meet the challenges of an ever-changing environment.

The Court is able to meet any challenge through strategic planning and communications with our constituency. The deputy clerks of the Bankruptcy Court play an important role in achieving the mission of this organization.

Mission Statement

The purpose of the United States Bankruptcy Court for the Southern District of New York is to provide, economically, a fair, consistent, and effective forum for the protection and marshaling of estate assets, the discharge or adjustment of debts, and timely distribution of property or securities, in accordance with applicable law.



CASS
U.S.
HOUSE &

GILBERT –
CUSTOM
U.S.

BANKRUPTCY COURT

At the foot of Broadway, the substantial United States Custom House reigns in quiet dignity over New York Harbor. Cass Gilbert's design matched the ambitions of the new Metropolis – grand, proud and substantial. One of the most sumptuous Beaux-Arts structures the city had yet seen, it reflected Gilbert's belief that public buildings best served the public by being beautiful, no matter the expense. It also reflected his conviction that the flourishing American decorative arts deserved recognition and support.

Gilbert's Custom House presides over Bowling Green with an enormous classical colonnade, draped in the symbolism of commerce and American triumph. At the top of the monumental facade stand a dozen marble statues representing the history's most successful commercial nations, while on the ground sit four limestone groups by sculptor Daniel Chester French, representing Asia, North America, Europe and Africa.

Ascend the following staircase between Europe on your right sitting back in contemplation and North America on your left leaning energetically into the future and follow it into the lobby, a grandly conceived two-story-high Beaux-Arts marble hall. Then continue into the Rotunda, an enormous elliptical space with a sky-lit dome measuring 135 feet long, 85 feet wide, and 48 feet high. Walk around the Rotunda and admire its classical marble niches, with Neptune heads and eagles perched nobly on ships' prows. Not an ounce of steel is used to support the free-standing, 140-ton dome; this is one of the city's most dramatic examples of Guastavino thin masonry vaulting, held together entirely by tile and cement. The Reginald Marsh murals – a Works Progress Administration project – were added in 1937, shortly after Gilbert's death. Eight large scenes follow the progress of ships from their entry into New York harbor to the unloading of their varied cargo. Look for Greta Garbo being mobbed by a flock of reporters.

The Custom House site has long been associated with trade and commerce. Gilbert's building sits on an Algonquian trading ground at the southern end of the trade route we know as Broadway. Today, this history has come full circle: the George Gustav Heye Center of the National Museum of the American Indian has moved into the Custom House, as part of the building's rescue and restoration. The meticulous restoration work has been completed in stages, since the mid-1980s, by the United States General Services Administration's Public Building Service. GSA has returned the building to its original splendor, while creating space for both the Museum and the offices of the United States Bankruptcy court for the Southern District of New York.

The United States Bankruptcy Court, Southern District of New York is home to some of the largest bankruptcies in history. While well-known businesses – more recently Enron and Worldcom – have filed their bankruptcy cases in this court, many small businesses and individuals have also sought relief in this court. The court at Bowling Green is comprised of eight federal judges who serve 14-year

terms. The judges hire a Clerk of the Court to perform the administrative functions in accordance with the federal Bankruptcy Code and Rules.

The Clerk of the Court delegates the administrative functions by hiring deputy clerks. Currently, there are approximately 74 deputy clerks employed. These clerks perform a variety of functions, including docketing case information, responding to the requests of constituents, records management and research, thereby enabling the judges to tender orders disposing of the bankruptcy cases filed. By performing these duties, the court achieves its mission to provide economically a forum for adjudicating debt in an efficient and courteous manner as prescribed by law.

BANKRUPTCY

One purpose of federal bankruptcy law is to give the debtor (the person who owes money) a new beginning in life by clearing his or her debts. This will allow the individual to go on with life without worrying about the bills that have gotten to be too much to pay. This is true for both businesses and people. In order for this to be done fairly for both the debtor and the creditor (the person to whom the money is owed), the process by which this is done is supervised by the Bankruptcy Court.

This is where we come in. We have Bankruptcy Judges who enforce the bankruptcy laws, while the clerk of the court and the clerk's office help the judges keep track of everything that is going on in the case. This is a tremendous job, but we do keep track of all filed documents, including both conventionally and electronically filed documents. Today, with the Electronic Case Filing (ECF) System, the Bankruptcy Court can assist individuals faster and make information available to the public via the Internet. This has helped to keep things running more smoothly and efficiently.

BANKRUPTCY OVERVIEW: Structure of the Bankruptcy Code

- A. Enacted in 1978, the Bankruptcy Code is codified in title 11 of the United States Code, which is why a bankruptcy case is sometimes referred to as a title 11 case. The Bankruptcy Code contains both general chapters – chapters 1, 3 and 5 – and the operative chapters – chapters 7, 9, 11, 12 and

13 – under which debtors seek particular kinds of relief.

B. Chapters 1, 3, 5: These chapters contain the general provisions that apply in cases filed under the Bankruptcy Code's five operative chapters (that is, chapters 7, 9, 11, 12 and 13). Chapter 1 contains definitions, some basic rules of construction, and the eligibility requirements for being a debtor under title 11 and each of the operative chapters. Chapter 3 deals with the administration of a bankruptcy case and includes a number of key provisions such as the automatic stay (the automatic stay is a broad injunction, effective upon the bankruptcy filing, which stops all creditor activity against the debtor). Chapter 5 establishes rules relating to the major bankruptcy players, that is, creditors, the debtor and the estate (the estate includes all accumulated assets or equitable interests of the debtor on the date the case is filed).

C. Chapters 7, 9, 11, 12 & 13 (operative chapters under which cases can be filed)

- 1. Chapter 7: Liquidation** – This chapter is used primarily by individuals seeking to free themselves of debt and by businesses that wish to liquidate (and cease all operations). In a chapter 7 case, the bankruptcy trustee gathers and sells the debtor's property not claimed as exempt property; the proceeds generated by the sale are then distributed to creditors.
- 2. Chapter 9: Debt Adjustment of Municipalities** – This chapter covers filings by municipalities and other governmental entities (counties, school districts, etc.) that can no longer meet their debts.
- 3. Chapter 11: Reorganization** – This chapter is typically used by businesses that wish to reorganize; while individuals may also seek relief under chapter 11, most individuals opt for chapter 13. In a chapter 11 case, the debtor goes through a period of restructuring and emerges with a reduced debt load and a renewed existence.
- 4. Chapter 12: Debt Adjustment of Family Farmers** – This chapter deals with filings by family farmers, who are especially vulnerable to fluctuations in the markets for their products.
- 5. Chapter 13: Debt Adjustment of Individuals** – This chapter offers a simpler form of reorganization than chapter 11. It is used by individuals with regular income from either a job or some other source

(pension, alimony, government benefits, etc.). This chapter is not available for businesses.

Outlined below is a brief overview of the **Judicial Branch** of the United States Government.

& At the top is the Supreme Court of the United States – this is the highest court in the nation.

& The next is the court of appeals – each circuit has its own court of appeals. Each circuit is comprised of several states with the exception of the nation’s capital, Washington, DC. Washington has its own Federal Circuit, referred to as the Circuit of the District of Columbia.

The other circuits are:

First: Maine, Massachusetts, New Hampshire, Rhode Island and Puerto Rico. [REMEMBER: Puerto Rico is a possession of the United States; it is NOT a state.]

Second: Connecticut, New York, and Vermont

Third: Delaware, New Jersey and Pennsylvania

Fourth: Maryland, North Carolina, South Carolina, Virginia and West Virginia

Fifth: Louisiana, Mississippi and Texas

Sixth: Kentucky, Michigan, Ohio and Tennessee

Seventh: Illinois, Indiana and Wisconsin

Eighth: Arkansas, Iowa, Minnesota, Missouri, Nebraska, North Dakota and South Dakota

Ninth: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon and Washington

Tenth: Colorado, Kansas, New Mexico, Oklahoma, Utah and Wyoming

Eleventh: Alabama, Florida and Georgia

& Under the Court of Appeals is the District Court. Each state has at least one district, but most have more. For example Rhode Island is a district by itself, but New York consists of four separate districts: Northern, Southern, Eastern and Western.

& The Bankruptcy Court is a part of the District Court but operates separate and apart from the District Court. As you can imagine, the Bankruptcy Court is a very specialized court and handles only bankruptcy matters.

& The bankruptcy laws were enacted as early as 1800 and amended subsequent to that time, for example, in 1841; the basis for the current law was passed in 1898 and later revised in 1938. The bankruptcy laws were substantially revised in 1978 when the Bankruptcy Code was enacted into law; since its enactment, the Bankruptcy Code has been amended numerous times, with major amendments occurring in 1984, 1986 and 1994.



There are three branches of the United States Government – the Legislative (those who make the laws), Executive (those who carry out the laws), and Judicial (those who enforce the laws).

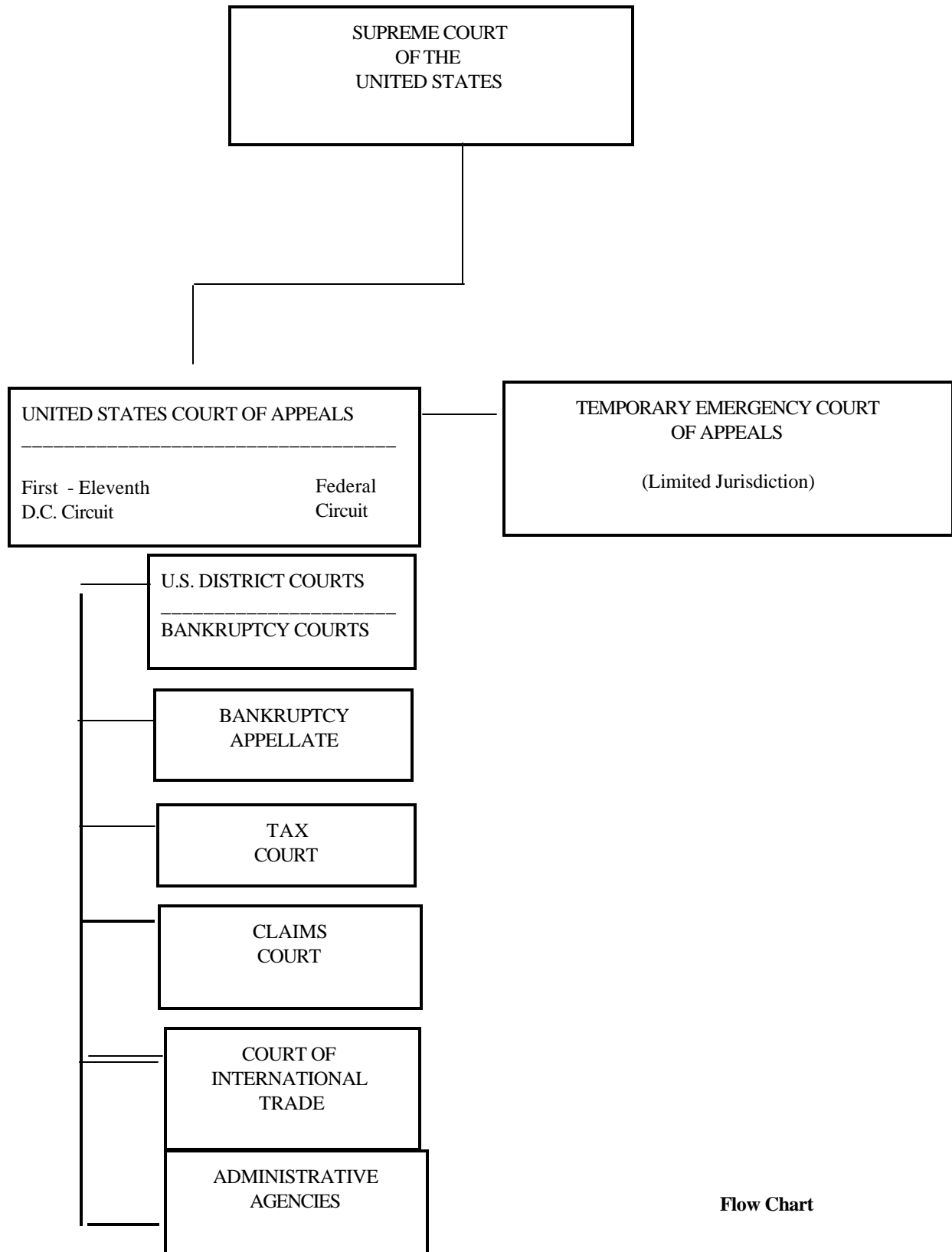
A. Legislative: The branch of the government that has the power to make laws and establish taxes.

B. Executive: The branch of the government that has the power to appoint diplomatic representation and other officials, nominate federal judges and supervise the military.

C. Judicial: The branch of the government that has the power to try all cases – including those cases that involve either the government or its laws – and has the power to enforce the laws.

% Judicial Review: A constitutional doctrine that gives to a court system the power to undo legislative or executive acts which the judges declare to be unconstitutional.

%Judiciary: A system of courts of law; the judges of these courts; a branch of government, which gives the judges the power to enforce the laws.



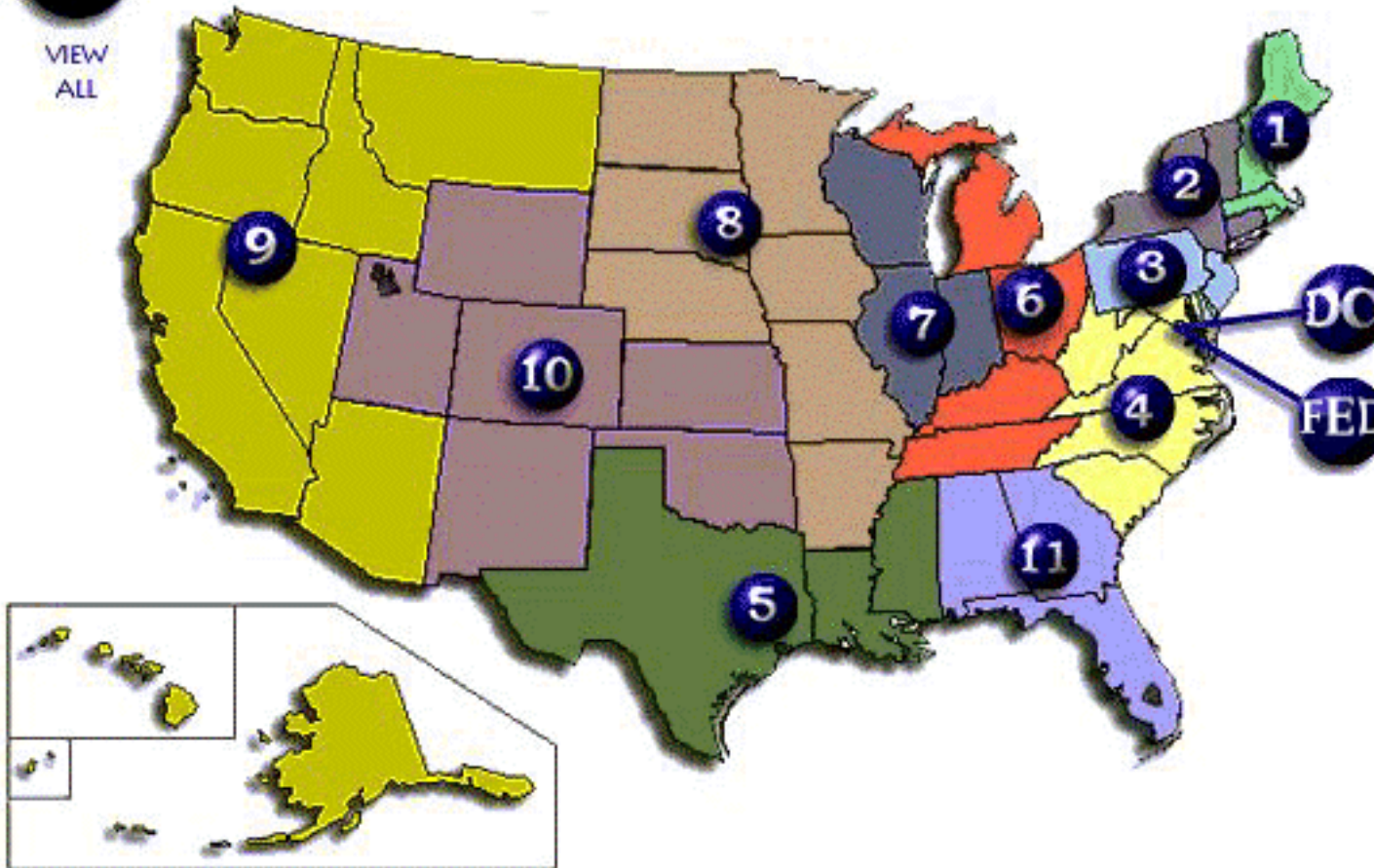
Flow Chart

Circuit Map



VIEW
ALL

Court Links



- [1st Circuit](#)
- [2nd Circuit](#)
- [3rd Circuit](#)
- [4th Circuit](#)
- [5th Circuit](#)
- [6th Circuit](#)
- [7th Circuit](#)
- [8th Circuit](#)
- [9th Circuit](#)
- [10th Circuit](#)
- [11th Circuit](#)
- [DC Circuit](#)
- [Federal Circuit](#)
- [Other](#)

Geographical

Boundaries U.S. Courts of Appeals and U.S. District Court

Positions

Records and Reproduction Clerk CL 22

Salary Range: (\$22,983-\$36,447)

Introduction:

The incumbent maintains the files for the court unit and makes copies of records for various requesters.

Representative Duties:

Sorts, classifies and files case records.

Maintains integrity of the filing system by such means as monitoring proper access to records.

Maintains timely and accurate filing of documents.

Retrieves files and makes copies of records for court personnel, attorneys, and others.

Prepares and ships records to the appropriate Federal Records Center. Also retrieves records from centers when needed.

Operates a variety of copying and records equipment.

Factor 1, Job Requirements:

Detailed knowledge of the court unit's filing system and operation of the copying and records equipment. Good knowledge of the different functions performed within and outside the unit in order to properly route materials.

Factor 2, Scope and Effect of Work:

Proper maintenance of files is important to the unit because prompt location and retrieval of files affect all concerned in terms of time and accuracy.

Factor 3, Complexity:

The filing and copying processes are standard. Requesters are not always clear as to what they are seeking, requiring the incumbent to inspect different documents and look in several files in attempting to satisfy the request.

Factor 4, Work Parameters:

Procedures and processes are well established and supervisor(s) are readily available.

Factor 5, Personal Interactions:

There is daily contact with others in the court to provide and receive files. There is also daily contact with attorneys and the public at large for the purpose of providing copies or information from the files.

Factor 6, Environmental Demands:

Work is normally performed in an office setting. Lifting heavy boxes is required.

Claims/Records Reproduction Clerk- CL23

Salary Range: (\$27,748-\$45,125)

Introduction

The incumbent examines and processes claims filed in all types of bankruptcy cases under the Bankruptcy Code. Incumbent maintains the files for the court unit and makes copies of records for various requesters.

Representative Duties

Receives proofs of claim for filing, examines for conformance with the provisions of the Bankruptcy Code and Rules and Local Bankruptcy Rules, and when requested, acknowledges to the sender all acceptable proofs of claim.

Enters each proof of claim on the claims register in numerical sequence and indicates claim number, amount due, and the name and address of the creditor(s) and attorney, if distribution is likely. If no distribution is expected, date stamps and files each claim for entry on a claims register at least date if deemed necessary.

Registers classifications of claims as priority, secured, unsecured, administrative, etc., as indicated on the form by the creditor.

Compares proofs of claim with claims registers for accuracy.

Answers inquires from creditors and attorneys, orally or in writing concerning the filing of proofs of claim or the status of specified claims.

Sorts, classifies and files case records.

Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.

Retrieves files and makes copies of records for court personnel, attorneys, and others.

Prepares and ships records to the appropriate Federal Records Center. Also retrieves records from the archives when needed.

Operates a variety of copying and records equipment.

Scans documents into the court's Electronic Case Filing System.

Demonstrates use of the court's Electronic Case Filing system to the public.

Factor 1, Job Requirements

Detailed knowledge of the court unit's filing system and operation of the copying and records equipment and Court's Electronic Case Filing System. Good knowledge of the different functions performed within and outside the unit in order to properly route materials. Knowledge and skill in use of personal computers and software applications to prepare claims register and correspondence. Ability to adjust to ever changing technology. Good knowledge of office procedures, practices, processes, and mission. Ability to organize work to meet recurring deadlines and maintain tracking systems related to cases. Ability to give and receive accurate and timely information from individuals within and outside the court.

Factor 2, Scope and Effect of Work

The impact of the incumbent's work is with the court, judges, attorneys, and other entities having access to filed information. The incumbent's work affects the timelessness and accuracy of recorded information which contributes to the total office function. Proper maintenance of files is important to the unit because prompt location and retrieval of files affect all concerned in terms of time and accuracy.

Factor 3, Complexity

Reviewing and classifying information from the proofs of claim for entry into automated files is moderately complex. The filing and copying processes are standard. Requesters are not always clear as to what they are seeking, requiring the incumbent to satisfy the request. The incumbent must be able to provide information and instructions on the use of the automated docket and document locators, i.e., BANCAP and Electronic Case Filing System.

Factor 4, Work Parameters

Procedures and processes are well established and supervisor(s) are readily available. Responsibility for work quality is shared between supervisor and the incumbent. Deadlines guide priorities but the incumbent establishes the order of work.

Factor 5, Personal Interactions

Daily contacts are with court unit and judicial staff to verify, clarify and update the status of cases, copies or information. Frequent contacts are with the United States Trustee, trustees, attorneys, other government agencies, debtors, creditors and the public for the same reasons.

Factor 6, Environmental Demands

Work is normally performed in an office setting. Lifting heavy boxes is required.

Intake Clerk CL 23

Salary Range:(\$27,748-\$45,125)

Introduction:

The incumbent coordinates incoming documents and routes them to appropriate destination once they have been checked for omissions and errors. The incumbent is the initial contact of the clerk's office between the general public, litigants, and the bar.

Representative Duties:

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and /or court requirements.

Files documents meeting requirements.

Collects appropriate fees.

Assures assignment of case numbers and randomly assigns cases to judges.

Prepares case file.

Routes document to proper offices/persons after acceptance.

Verifies attorneys' authority to practice before the court.

Acts as receptionist and furnishes information to a wide variety of people within and outside of the court.

Job Evaluation Factors**Factor 1, Job Requirements:**

General knowledge of the documents required and used within the court unit, the

sequence of their use, their content, and the rules of acceptability. Some knowledge of the roles and responsibilities of the court unit staff is necessary so that the incumbent can make decisions on the proper routing of documents and whom to ask for advice and assistance. Ability to meet and communicate effectively with a variety of people. Skill in using applicable automated systems.

Factor 2, Scope and Effect of Work:

The performance of the incumbent has impact on the overall court and persons outside of it. Incorrectly accepted and/or processed documents create scheduling and other problems. Failure to determine the proper priority of an action and the routing to the proper individual to handle priority can result in serious problems for the unit and the court. All transactions must be reviewed for accuracy by senior staff or supervisor.

Factor 3, Complexity:

The work process is well defined. The possibility of errors is constant, given the large number of items handled and distractions such as persons arriving and asking for help, and telephone interruptions. Final decisions are made by the senior staff and supervisors whether the material being considered meets the test of acceptability.

Factor 4, Work Parameters:

The work is primarily driven by the volume of material received. Guidelines/procedures are well defined and supervisor(s) and senior staff members are readily available. Within that context, incumbent has no discretion as to when and in what order the tasks are to be accomplished.

Factor 5, Personal Interactions :

The incumbent has daily contacts with court personnel, attorneys and the general public for the purposes of exchanging information, providing information and advising on proper procedures.

Factor 6, Environmental Demands:

Work is usually performed in an office setting.

Intake Clerk CL-24

Salary Range:(\$30,742-\$49,955)

Introduction:

The incumbent receives and check incoming documents for conformity with federal and local rules. The documents become the official basis of court actions.

Representative s Duties:

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements.

Files documents meeting requirements.

Collects appropriate fees.

Ensures assignment of case numbers and randomly assigns cases to judges.

Prepares case file.

Routes documents to proper offices/persons after acceptance.

Verifies attorneys' authority to practice before the court.

Acts as receptionist and furnishes information to a wide variety of people within and outside the court.

Factor 1, Job Requirements:

Knowledge of the documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Knowledge of roles and responsibilities of the court unit staff is necessary so that the incumbent can make decisions on the proper routing of documents and whom to ask for advice and assistance. Ability to meet and communicate effectively with a variety of people. Skill in using applicable automated systems.

Factor 2, Scope and Effect of Work:

The performance of the incumbent has impact on the overall court and persons outside it. Incorrectly accepted and/or processed documents create scheduling and other problems. Failure to determine the proper priority of an action and the routing to the proper individual to handle the priority can result in serious problems for the unit and the court.

Factor 3, Complexity:

The work process is well defined. The possibility of errors is constant, given the large number of items handled and distractions such as persons arriving and asking for help, and telephone interruptions. Decisions are related primarily to whether the material being considered meets the test of acceptability.

Factor 4, Work Parameters:

The work is primarily driven by the volume of material received. Guidelines/procedures are well defined and supervisor(s) are readily available. Within that context, incumbent has limited discretion as to when and in what order the tasks are to be accomplished.

Factor 5, Personal Interactions:

The incumbent has daily contracts with court personnel, outside attorneys and the general public for the purposes of exchanging information, providing information and advising on proper procedures.

Factor 6, Environment Demands:

Work is usually performed in an office setting.

Training Specialist-CL 28

Salary Range: (\$49,231-\$80,029)

Introduction:

The Training Specialist plans, develops, and implements a comprehensive training program responsive to the court's needs for both clerk's office and judicial staff. Along with the court units' management team, the Training Specialist works with the Federal Judicial Center, Administrative Office staff, and other court units on training-related matters. Additionally, the Training Specialist serves as the technical authority in the field of employee development and training.

The Training Specialist provides information and training to court constituents including attorneys and members of the public. The Training Specialist writes and designs user manuals available to all constituents detailing court procedures and requirements. The Training Specialist prepares quarterly newsletter for distribution.

Representative Duties:

Assesses court training needs and develops educational goals and objectives for court staff.

Develops local training policies and procedures. Maintains and annually updates the clerk's office training guidelines. Communicates Federal Judicial Center, Administrative Office and local training procedures and guidelines to staff.

Formulates both short and long-range training plans for official approval and develops a multi-year strategic training plan to meet the court's needs.

Designs and develops local training programs such as law clerk orientation, workshops on professional, technical, supervisory and management training issues and automation training. Researches and drafts training manuals and materials for use by court personnel.

Recruits, selects, supervises and evaluates courts personnel and external consultants to provide

training services to the court.

Coordinates with the FJC and the AO to determine the educational programs, services and resources that would best meet local training needs. Schedules training in accordance with the multi-year strategic training plan.

Identifies, plans and arranges logistical support for training, including meeting space, equipment, visual aids, and handouts. Travels as necessary to implement training programs.

Serves as instructor, program coordinator, group facilitator, discussion leader, and/or team teacher as needed.

Researches, selects, arranges for and purchases training resource materials for training purposes. Maintains a current inventory of training resource materials. Develops and implements a training information distribution system to ensure timely dissemination of training information to the appropriate target personnel. Maintains a current collection of local training catalogs and vendor catalogs.

Establishes and maintains training records including participant lists. Prepares reports on training activities in response to the Federal Judicial Center requests and local requirements.

Establishes relationships and maintains information sharing networks with court employees, other court unit training coordinators, the Federal Judicial Center, Administrative Office and the local training and education community. Meets with other court unit training coordinators in this and nearby districts to share information and to identify joint training needs and implement joint training programs.

Assists in identifying customer expectations and satisfaction levels on an ongoing basis through written surveys, meeting with constituents groups, interviews, and analysis of organizational problems. Works with court managers and administrators to apply assessment techniques to identify problems to determine appropriate training strategies and coordinate those strategies with the court's policies and procedures.

Develops, updates and distributes to public informational brochures on court policies and procedures.

Writes articles, edits and prepares the quarterly newsletter.

Serves as downlink coordinator for Federal Judicial Center satellite training programs.

Factor 1, Job Requirements:

Thorough knowledge of continuing professional education/training techniques and project

management is required. Technical competencies must include adult learning theory, needs assessment techniques, career development theories and techniques, and appropriate use of a variety of training methods. The incumbent must understand the methods and administrative resources for accomplishing the work of the court and have the ability to analyze problems, gather pertinent data, recognize solutions, communicate effectively (both orally and in writing), and use these skills to resolve problems. General understanding of court structure and operations is necessary. The incumbent must be able to effectively work with the clerk's office staff, judges staff, the Federal Judicial Center, the Administrative Office, other court unit training coordinators and constituents of the court. The ability to develop training programs for various off-the-shelf software packages is desired.

Factor 2, Scope and Effect of Work:

The incumbent is responsible for developing and implementing training programs, policies, and procedures responsive to the court's needs. This work impacts the total court unit. Additionally, the incumbent's work reflects on the professionalism of the clerk's office with vendors, other court units and districts, the Federal Judicial Center, the Administrative Office and the public.

Factor 3, Complexity:

The incumbent must be able to coordinate both short and long term projects concurrently. The incumbent also must accurately analyze organizational problems and training needs. The incumbent must exercise originality in developing training programs. The incumbent must keep up-to-date on the changes in technology. Incumbent must identify and develop training resources both in local court unit and externally.

Factor 4, Work Parameters :

The incumbent has full training program responsibility with general guidance from the Administrative Manager, Clerk and other management staff. The incumbent has a wide latitude in decision making when identifying, recommending and developing training programs, formulating training plans, and selecting training resource materials.

Factor 5, Personal Interactions :

The incumbent has daily contact with a variety of individuals including the clerk's office staff, judicial staff, the Federal Judicial Center, the Administrative Office and other courts unite training coordinators to identify training needs and formulate programs. The incumbent also communicates with constituents of the court to obtain feedback on services offered by the Clerk's office and to provide information. The incumbent regularly provides training for clerk's office employees and judicial staff.

Factor 6, Environment Demands :

Work is performed in an office setting. Occasionally required to move training equipment to various locations. Some travel is required.

Automation Specialist- CL 26

Salary Range:(\$37,389-\$60,770)

Introduction:

The Automation Specialist will provide support to the court unit and work with major national systems and those developed or customized for local use. The Automation Specialist reports to the Assistant Director of Information and Technology and performs specialized functions in the areas of automation and statistics.

Representative Duties:

The Automation Specialist performs duties and responsibilities such as:

Advise court managers on how to meet needs for sorting, recording and retrieving information, including time and cost requirements in terms of personnel and funds.

Install or assist in the installation of new or revised releases of national systems.

Develop software to extract information from existing system databases or conversely, to add information to the database. Develop and install software and advise the staff in the use of the software.

Prepare and maintain the documentation of all locally developed software used at the site.

Provide day-to-day system backup. Monitor day-to-day operations of equipment and systems. Act as the technical expert in solving computer system problems.

Develop, as needed, automated networks among different court units.

Maintain contact with other automation court personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.

Using technical knowledge, assist in securing automation equipment, especially in the office automation areas, or when new applications require new hardware.

Analyze system failures to identify the nature and source of the failure and take corrective action. Consult with the Senior Programmer/Network Administrator, Assistant Director of IT, Director of IT, and vendor technical specialist to isolate, analyze, and correct system faults.

Assist in making presentations and technical briefings for court management as well as judges and members of the bar on automated systems-related topics.

Perform training and user support activities: Initial and ongoing training programs for staff and users; Instruction in new software releases, including locally developed modifications and enhancements;

and respond to user questions and difficulties and resolving problems.

May perform other duties as needed.

Factor 1, Job Requirements:

Knowledge of the functions, processes and methods of the court unit in order to be able to advise on how to develop systems to automate tasks and projects. Knowledge of programming languages. Demonstrated ability to implement, operate and document data automation system(s) when system analysis, system(s) integration and consideration of hardware and software are a part of the experience.

Factor 2, Scope and Effect of Work:

Whether the systems used in the court unit are national or local, they are the basic record/reference system for the court unit's mission. They impact directly on most employees' work and the systems keep the work moving through the court unit. With manager's guidance, incumbent will perform tasks to ensure that system failure does not cause major disruption of the court unit's mission.

Factor 3, Complexity:

There is a variety of hardware and software. Often both are integrated to perform functions over and above those for which originally installed. Writing computer applications for court processes is quite difficult in that the court operations are not linear or straightforward. Sometimes the documentation is lacking or has gaps in the logic. All of this makes it very difficult to determine the cause(s) of the problem. Incumbent should have the ability to identify problem situations and call them to a supervisor's attention.

Factor 4, Work Parameters:

Generally, the incumbent has some latitude in planning and executing work. The system administrator provides supervision when the incumbent is assigned to an automation group. The unit head or other senior manager gives general direction when the incumbent is the single automation specialist in the unit. The incumbent consults for assistance and advice with automation personnel trained in the national systems, such as at the AO, circuit executive's office and national training centers.

Factor 5, Personal Interactions:

Incumbent works on a daily basis with a number of people, mainly within the court unit, who are automation users. The purpose is to insure that systems are up and are performing as they are supposed to perform. Similarly, the incumbent continually discusses changes, additions or deletions of the system(s) with supervisors and managers. Under a manager's supervision, conversations may include advice, recommendations on acquisitions, and help with technical problems. Also, the incumbent maintains contacts with court automation functional specialists who are located at the training centers, the circuit executive's office and the AO.

Factor 6, Environmental Demands:

Work is performed in an office setting. Physical effort is involved in moving, connecting or troubleshooting equipment. Incumbent should be able to lift heavy equipment (35lbs).

Unix/Database System Administrator- CL28

Salary Range:(\$49,231-\$80,029)

Introduction:

This position is located at Southern District of New York Bankruptcy Court. The incumbent provides Systems Administration of the Court's Unix and Database servers and technical support to Judges, law clerks and staff of the Clerk's Office. This position falls under the supervision of the Director of Information and Technology.

Representative Duties:

Assists in the development and implementation of short and long range automation improvement plans for the court unit, ensuring that changes can be implemented with minimal disruption at the court site when changes are made.

Executes implementation plans approved by the Director of Information and Technology and adopted by the court unit executives for major automated systems. Adapts software and documentation; performs testing; establishes operating procedures; devises security systems for hardware, software and data.

Establishes, coordinates and conducts demonstrations of system use and capabilities. Provides user support and problem resolution for systems-related problems.

Performs system, database and application upgrades and maintains documentation relating to all upgrades and provides training when necessary to members of automation staff.

Advises court unit executives and the Director of Information and Technology in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.

Maintains backup library and disaster recovery plan for servers.

Coordinates timely repair and maintenance of server hardware, operating systems, database system and associated applications.

Ensures system stability with minimal disruption to users by monitoring the system and performing routine maintenance during non-peak hours.

Factor 1, Job Requirements:

Thorough knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design, and data communications. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. Skill in training non-automation personnel in automation techniques and processes.

Factor 2, Scope and Effect of Work:

The established routine work of the court unit is dependent on its automated systems. While contingency plans may exist in case of partial or complete system failure, the work of the court would be disrupted. Proper functioning of automated systems ensures the timeliness and accuracy of actions in all segments of the court unit when the systems are operating. The incumbent ensures that the systems operate accordingly.

Factor 3, Complexity:

The computer systems that the incumbent supports have many hardware and software components that may fail. To insure that the systems are highly available, the incumbent must produce plans for pro-active system maintenance and optimization that are efficient, economical and timely. The incumbent must use technical skills to make fast decisions and implement corrective action while maintaining a record of all changes to the system configuration. The incumbent must remain current in the field to provide sound recommendations regarding new systems, equipment, and software to the Assistant Director of Information and Technology (IT) or the Director of IT.

Factor 4, Work Parameters:

Incumbent receives instruction from the Assistant Director of IT or the Director of IT on issues concerning individual and team tasks as well as major objectives for projects and assignments. Technical advice on a particular system may be obtained from members of the Automation staff as well as the regional automation training center staff, circuit executive staff, or the Administrative Office staff, but for the most part, incumbent relies on personal knowledge and abilities. Although

work is planned by the incumbent, scheduling of system maintenance must be approved by the Assistant Director of IT or the Director of IT for the purpose of assuring minimal disruption to users.

Factor 5, Personnel Interactions:

Within the court units, the incumbent has contact with managers and supervisors for the purposes of responding to requests for information and to ensure that system performance is meeting expectations. Daily dealings are with the users of the system supported by the incumbent. The purpose of these contacts is to provide technical support. Contacts are also with sources such as functional specialists in the automation regional training and support centers, circuit executive staff, and the Administrative Office on: equipment/software problems, new or revised applications and projected system changes. Outside contacts are with equipment and software representatives from commercial organizations, concerning problems with currently installed equipment and to keep current with the technology.

Factor 6, Environmental Demands:

Work is performed in an office setting. Duties sometimes require working during non-business hours. Physical effort may be involved in moving, connecting or troubleshooting equipment. Occasional visits to the divisional offices will be required to implement new system processes or to resolve technical issues.

Programmer Analyst- CL 28

Salary Range:(\$49,231-80,029)

Introduction

This position has been designed to meet the current and emerging computer programming needs of the United States Bankruptcy Court, Southern District of New York. The incumbent provides systems analysis, design, and programming to the court unit and works with major national systems as well as those developed or customized for local use. In addition, the incumbent provides all support and administration for the local and wide area networks. The incumbent will be a member of the IT Department and will report directly to the Assistant Director of Information and Technology.

Representative Duties

Analyzes existing major national information systems, then designs and develops enhancements to these systems for local use.

Reviews existing court unit processes that may or may use information technology and recommends off-the-shelf software where applicable to improve the efficiency of these processes. Alternatively,

develops new software using the best available information systems technologies and tools.

Advises management on enhancements and modernizations of computer systems.

Prepares and maintains technical and user documentation of locally developed software used by the court.

Maintains contracts with other court automation personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.

Provide all necessary administration, maintenance, and support for all local and wide area networks.

Factor1, Job Requirement:

Good knowledge of the functions, processes and methods of the court unit needed in order to be able to advise on development of systems to automate tasks and projects. Thorough knowledge of programming languages specifically: C/C++, Unix Shell and MS Windows-based development tools. Good knowledge of Unix-Based relational database systems and language, preferably, Unify 4.0, Informix 5.0 and SQL. Thorough knowledge of the following operating systems: Unix (especially Solaris 2.5), MS-DOS 6.x, MS Windows, and Novell Netware 3.12/4.1. Good knowledge of the following network protocols/architectures: Ethernet, TCP/IP, IPX/SPX. Skill in advising non-automation personnel in automation techniques and processes. Demonstrated ability to implement, operate, and document data automation system(s) when system analysis, system(s) integration, and consideration of hardware and software are a part of the experience.

Factor 2, Scope and Effect of Work:

The incumbent's actions keep the systems operating with a minimum of disruption and at the highest level of efficiency possible. Whether the systems used in the court unit are national or local, they are basic record/reference systems for the court unit's mission. They impact directly on most employees work, and the systems keep the work moving through the court unit. System failure/shut down for an extended period would cause major disruption of the court unit's mission.

Factor 3, Complexity:

There is a wide variety of hardware and software in use by the court unit. Often both are integrated to perform functions over and above those for which originally installed. Writing computer applications for court processes is quite difficult in that the court operations are not linear or straightforward. In addition, the nationally-supported systems such as BANCAP are based on the Unix operating system and related programming languages (Unify, SQL, C) while office automation applications and certain specialized applications such as FINSYS are typically based on PC development tools operated from a Novell network. This architecture poses a considerable challenge to the incumbent when attempting to integrate these diverse software products. Sometimes the documentation is lacking or has gaps in logic. In addition, managing and supporting

local area networks require additional skills. All of this makes it very difficult to design and implement enhancements to court systems and/or determine the cause(s) of systems-related problems.

Factor 4, Work Parameters:

The Assistant Director of Information and Technology (Asst. D of IT) provides supervision and is available for discussion of unusual problems. The incumbent has considerable latitude in planning and executing work. The incumbent usually schedules and completes the work independently ensuring that required deadlines are met. Completed work is reviewed by the Assistant D of IT. The incumbent occasionally consults for assistance and advice with automation personnel (AO and National Training Center) trained in the national systems.

Factor 5, Personal Interactions :

Incumbent works on a continuous basis with a number of people, mainly, those within the court unit who are automation users. The purpose is to ensure that systems are running and performing as intended. Similarly, the incumbent continually discusses changes or additions of the system(s) with supervisors or managers which may include advice, recommendations, and help with technical problems. The incumbent maintains contacts with other courts' automation specialists.

Factor 6, Environmental Demands:

Work is performed in an office setting. Some physical effort may be involved in moving, connecting, or troubleshooting equipment.

Job Qualifications Standards

Level REQUIRED EDUCATION/EXPERIENCE

CL-21 High school graduation or equivalent

CL-22 High school graduation or equivalent. For placement at salary levels above minimum up to and including step 25 (considering any court-preferred skills and an evaluation of the quality of any general experience), one or more years of general experience.

CL-23 High school graduation or equivalent, plus two years general experience. For placement at salary levels above minimum up to and including step 25(considering court-preferred skills and an evaluation of quality of experience), at least one year specialized experience.

- CL-24 One year specialized experience equivalent to work at CL-23. For placement at salary levels above minimum up to and including step 25, (considering court -preferred skills and an evaluation of quality of experience), at least two years specialized experience to work at CL-23.
- CL-25 Two years specialized experience, including at least one year. Equivalent to work at the CL-24. For placements at salary levels above minimum up to and including step 25 (considering court-preferred skills and an equivalent of quality of experience), at least two years specialized experience equivalent to work at CL-24.
- CL-26 Three years specialized experience, including at least one year equivalent to work at the CL-25. For placement at salary levels above minimum up to and including step 25 (considering court-preferred skills and an evaluation of quality of experience), at least two years specialized experience equivalent to work at CL-25.
- CL-27 Three years specialized experience, including at least one year equivalent to work at the CL-26.
- CL-28 Three years specialized experience, including at least one year equivalent to work at the CL-27.

To apply for a position within the US Bankruptcy Court a Candidate must meet the following qualifications.

Minimum Qualifications:

Completion of the requirements for a bachelor's degree from an accredited college or university with a concentration in such areas as the social sciences, business management and/or public administration. In addition, applicants must possess at least three years of progressively responsible experience in administrative, supervisory, professional, or technical work which provided an opportunity to acquire knowledge of managerial principles, policies and procedures.

A candidate must possess a minimum of 3 years of progressively responsible clerical or administrative experience demonstrating:

- ! The regular and recurring application of clerical procedures;
- ! The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ! Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts.

Candidates must also demonstrate:

- ! Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ! An ability to apply a body of rules, regulations and policies;
- ! Superior oral and written communications skills;
- ! Strong inter-personal skills; and
- ! A professional demeanor and appearance appropriate for a law or professional office environment.

HOW TO APPLY

Qualified candidates are invited to submit to the address below a cover letter and resume.

Kathleen Farrell-Willoughby, Clerk of Court

United States Bankruptcy Court

Southern District of New York

Department SBW

One Bowling Green

New York, NY 10004-1408

or

By E-mail: humanresources@nysb.uscourts.gov

BENEFITS

Full-time permanent employees of the United States Bankruptcy Court are presently eligible for:

- a minimum of 10 paid holidays per year;
- paid sick leave of 13 days per year;
- paid annual leave of 13 days for the first three years of service, 20days for 3 to 15 years, and 26 days after fifteen years;
- optional participation in the Federal Employees Health Benefits and the Federal Employees Group Life Insurance plans;
- mandatory participation in the Federal Employment Retirement Program and Social Security;
- Thrift Saving Plan;
- Optional Long Term Care Insurance, Long Term Disability Plan, and Flexible Benefits Program.

The United States Bankruptcy Court is an Equal Opportunity Employer.

Applicants must be United States Citizens.

Please note that final candidates will undergo a NCIC background check and will undergo a skills test.

Position is subject to mandatory electronic funds transfer of net pay.

The United States Bankruptcy Court For the Southern District of New York would like to take this opportunity to thank you for your interest in becoming a part of our agency. We hope that you found this packet interesting and informative.

We wish you much success in your future endeavors.

